## CITY OF EL PASO, TEXAS DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPAR	TMENT H	EAD'S SUMMA	ARY REQUEST FOR COUNCIL ACTION (RO	CA
DEPARTMEN	T: Parks	s & Recreation		
AGENDA DA	ΓE: 05/17	/05		
CONTACT PE	RSON/PHON	NE: Parks & R	decreation, Norman Merrifield, (915) 541-4333	
DISTRICT(S)	AFFECTED:	N/A		
<b>SUBJE</b>	CT:			
APPRO	OVE: Tempor	rary Appointment		
BACK	GROUND / D	ISCUSSION:		
			aintenance Mechanic II position. There is an urgent need of an Units, service refrigeration units and having EPA Certifications.	
<u>PRIOR</u>	COUNCIL A	ACTION:		
<u>N/A</u>				
<u>AMOU</u>	NT AND SOU	URCE OF FUNDING	<u>5:</u>	
	budgeted for burce: 510102	FY/05. 56-01101-51095		
	D / COMMISS opropriate com	SION ACTION: aments or N/A		
	*****	*******REQUIR	RED AUTHORIZATION*************	
<b>LEGAL:</b> (if re	quired) <u>LM</u>	_	FINANCE: (if required)	
OTHER:	(Example: if	-	Purchasing, client department should sign also)	
		injormation copy t	to appropriate Deputy City Manager	
APPROVED	FOR AGEN	DA:		
CITY MANA	GER:		DATE:	



## **MEMORANDUM**

Attn: Terri Bond, Director

TO: Human Resources

SUBJECT: Temporary Appointment

FROM:

**DATE:** April 29, 2005 Mormon (Menfilal

Norman C. Merrifield, Director

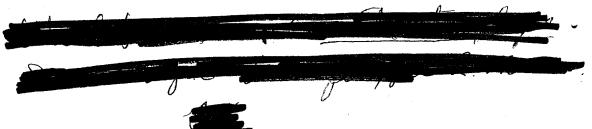
Account # 51010256-01101-51095

Requisition # 050557 – Maintenance Mechanic II

I am requesting to fill the above requisition on a temporary part time basis I am in urgent need of an experienced person to trouble shoot H & C units, service refrigeration units and having EPA certification for freeon recovery, review HVAC construction plan, conduct inspection of HVAC system for new construction and renovation and follow up warranty work.

Thank you for your assistance.

NM:ra



MAY 3'05 PM 1:46

Does dept. have funds?

ACH# 51010256-011015/095 General Fund.

